

CHANGE ANNOUNCEMENT

SOCIAL SECURITY ADMINISTRATION CONSENT AND INFORMATION RELEASE EFFECTIVE AUGUST 1, 2006

CHANGES

In an effort to comply with policies regarding disclosure of beneficiary information, the Social Security Administration (SSA) has informed us our request for information procedures must be changed. This applies to both Easter Seals Nebraska (ESN) and to Vocational Rehabilitation (VR).

The Kansas/Nebraska Area Work Incentive Coordinator (AWIC), along with ESN have developed a standard request/disclosure procedure that meets the disclosure practices of SSA. These were developed with SSA legal staff assistance.

FORMS REVISED

The Easter Seals-Consent for Release of Information Form, Easter Seals-Nebraska Work Incentive Initiative (NWII) Referral Form, and the Information Release Form (Social Security) have been removed from VRIS. Staff are to immediately discontinue using these forms.

The following forms have been placed on VRIS and effective immediately will be required to request and receive information from SSA on a beneficiary/recipient.

- 1) SSA-3288 Consent for Release of Information/General (VR). This will list the specific work incentive information to be released to the Specialist for purposes of a Benefits Orientation.
- 2) SSA-3288 Consent for Release of Information/Earnings (VR). SSA has informed us a separate Form 3288 is required by law to release earnings information. This information would include such financial data as earnings credited to the individual's record by employers, and monthly earning totals for a specific period of time.
- 3) SSA-3288 Response Form. SSA is requiring that a Response Form be submitted with the release of information forms. SSA will provide the requested information using this Response Form. SSA will be developing a form for this purpose in the near future. In the meantime ESN has developed a Response Form which has been approved by SSA. Use of this generic form provides an organized way for SSA claims representatives to respond to requests for beneficiary information. SSA will complete the information as requested in writing on the accompanying SSA-3288 Response Form.

These changes require a change when referring consumers to ESN for Benefit Analysis services. The referral packet to ESN will consist of the following:

- 1) ESN-SSA-3288/General Form
- 2) ESN-SSA - 3288/Earnings Form (ESN)
- 3) ESN-Nebraska Work Incentive Initiative (NWII) Benefit Analysis Referral Form

TEAM COMMUNICATION

Office Directors should review these changes with all staff at their Team Meeting to assure understanding and utilization of the revised forms

LEADERSHIP CONTACT

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